



**Planning & Community
Development Department**
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PARKING LOT & GRADING PERMITS

When are grading permits required?

- For the construction of private roads not within an approved preliminary or final subdivision, binding site plan, etc., provided road and drainage plans have been approved by the Planning and Community Development Department.
- Grading or road construction within a proposed subdivision prior to preliminary approval, or prior to approval of road and drainage plans.
- Creating a new, or paving a previously unsurfaced parking lot.
- Grading, excavation or placement of fill exceeding 50 cubic yards on construction sites prior to issuance of a building permit.
- Cut, fill or grading of any depth on any lot which obstructs a drainage course.
- Fill more than 1 foot in depth placed on slopes greater than 1 vertical to 5 horizontal units (20% slope), that exceeds 50 cubic yards on any one lot when not part of a valid building permit.
- Fill more than 3 feet in depth which exceeds 50 cubic yards on any one lot, intended to support structures when not in conjunction with a valid building permit.
- Excavations more than 2 feet in depth when not part of a valid building permit.
- Excavations where a cut slope is created which is greater than 5 feet in height and steeper than 1 vertical to 1.5 horizontal units (66.7% slope).

It is noted that in the above instances when, "Grading in an isolated, self contained area and there is no danger to private or public property", the requirement for a grading permit may be waived by Planning and Community Development. Top soil removal or mining is not grading. Separate permits and approval is required from the Planning and Community Development for these activities.

What information is required to obtain a permit?

- For parking lots and other grading activities, storm water and drainage plans, prepared by a licensed civil engineer, will be necessary when required by the City Code.

- Plans for parking lots need to include details for accessible parking spaces, typical parking space dimensions, travel ways, road approaches and landscaping, as well as storm water retention areas.
- The use of existing buildings on the site is also necessary to calculate parking requirements.
- Any fill or excavation of more than 500 cubic yards, requires environmental review and an environmental checklist must be submitted, as required by the State Environmental Policy Act (SEPA).
- Additionally, any parking lot providing a cumulative number of spaces over 40, or construction of a private road serving more than 8 lots, would also require compliance with SEPA.

The environmental checklist is circulated to a number of local and state agencies for review. This process can take from 14 to 30 days and possibly longer, depending on the impacts of the project.

Projects involving less than 5,000 cubic yards of grading require the following:

- General vicinity of the site.
- Topography and/or elevations before and after.
- Location of buildings or structures.
- Location of drainage courses/easements.
- Erosion and sediment control measures (See ESC Brochure).
- Drainage plans (when impacting drainage courses).
- Soils / geotechnical reports (steep slopes and/or unstable soils).
- Critical areas delineation when grading adjacent to a critical area such as a wetland, steep slope or riparian area.
- Identification of where any soil removed from the site is going to be located.

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Projects involving more than 5,000 cubic yards of grading require the following:

- Generally, the same information as above and in addition, these projects require plans prepared by a licensed civil engineer. See requirements for engineered grading in appendix section 3309 of the 1997 Uniform Building Code (UBC).
- Erosion and sediment control measures (see ESC Ordinance). In Identification of where any soil removed from the site is going to be located.

What is the cost?

Fees are charged based on the number of cubic yards placed, moved, cut or removed in conjunction with the permit. For parking lots the total yardage materials to be placed on the site will be used to determine the permit cost (Fill, gravel and asphalt).

What other departments are involved?

- Liberty Lake Sewer and Water District

The following agencies may also be involved if there is an impact to a critical area such as a wetland or riparian area or impact to a state highway.

- Washington State Department of Natural Resources
- Washington State Department of Fish and Wildlife
- Washington State Department of Ecology
- Washington State Department of Transportation

Are inspections required?

Inspections of the grading, drainage, parking lot configuration and landscaping prior to paving are required. Some aspects of the grading and drainage systems may require inspections by a civil engineer or special inspection agency.

In all cases final inspection by the Liberty Lake Planning and Community Development is required upon completion.

Miscellaneous

Please note that exceptions from grading permit requirements do not relieve the property owner from compliance with other regulations.

Other Brochures that may be helpful:

- Erosion and Sediment Control
- Commercial/ Industrial Site Plan Review
- Commercial/ Industrial Building Permits
- SEPA
- Permit Fee Schedule

Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy.

This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation.

For more information or an appointment contact:

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